

Commercial Project Developer Information Packet



The City of Marble Falls
Development Services Department
801 Fourth Street
Marble Falls, Texas 78654

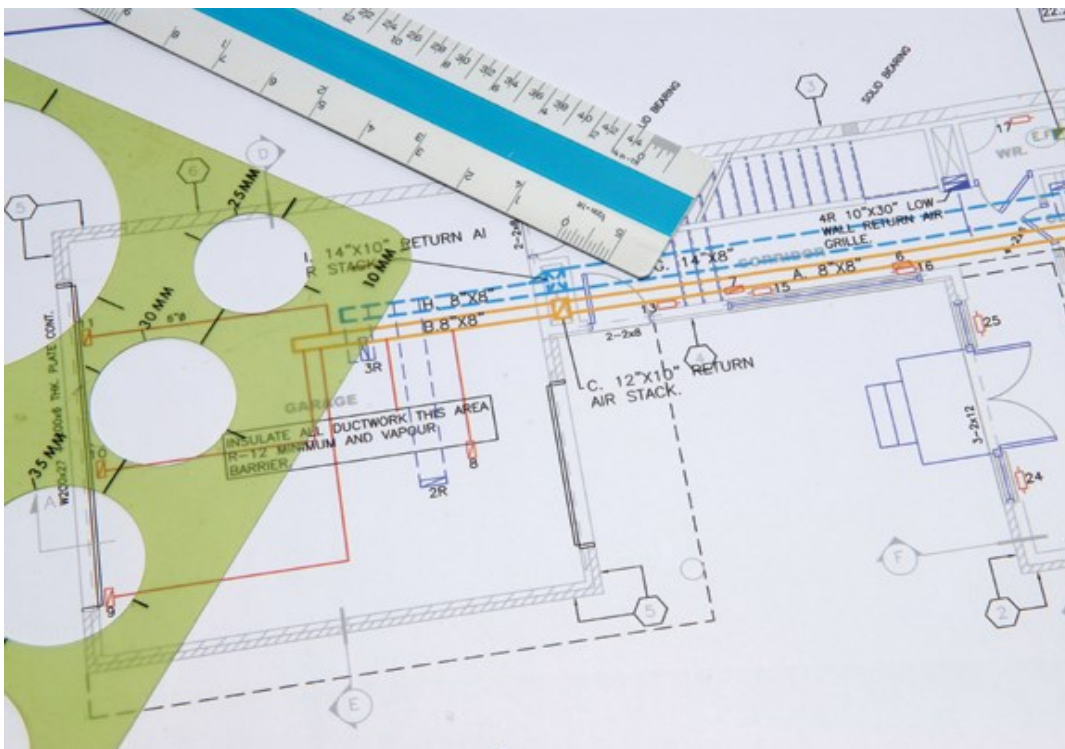
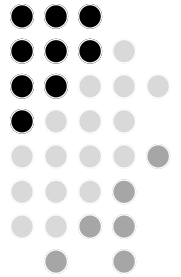


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Commercial Plan Requirements

A. What work requires a permit?

Any building or structure that is to be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted or demolished requires a building permit from the City of Marble Falls. Cosmetic work, such as painting or carpeting a floor, does not require a permit. If you are unsure that a permit is needed, it is recommended for you to contact the Development Services Department. If you have been told that a permit is not required, it is always best to call before you proceed with any development or construction activity to prevent from being charged penalty fees.

B. Commercial Plan Review Checklist

The plan review process consists of checking the completeness of your construction plans. Our staff will be verifying that you are in compliance with our zoning ordinances and building codes. This review takes place prior to any permits being issued.

Below is a list of requirements needed for the city to conduct a review on a new residential structure.

- Permit application form (completed)
- **2 sets** of construction plans (drawn to scale)
Stamped with seal and/or signed by professional.

- Digital copy of the construction plans on CD
- **2 sets** of the site plan for new structures or additions, drawn to scale.

For more information on what elements must be present within a site plan see our Site Plan checklist

- Location of all utilities, including existing lines and proposed lines and taps
- Existing and/ or proposed meter size(s)
- Driveway location(s)
- All parking spaces including size and maneuvering area/fire lanes defined /ADA spaces defined
- Landscaping plans (including irrigation, if applicable*)
- Sign location(s) (existing or proposed)
- Existing /or proposed Fire Hydrant location(s)
- COMcheck for energy efficiency. Please go to www.energycodes.gov to obtain this form
- Drainage Plan (must meet requirements of adopted Drainage Criteria Manual)
- NPS permit application/ exemption application* (including site plan showing erosion controls)
- Floodplain Development Permit Application if the building is in a flood hazard zone
- Elevation Certificate (if applicable). Must be completed by a Texas Licensed surveyor. Please go to www.fema.gov to obtain this form.
- ADA number **if over \$50,000** (www.license.state.tx.us/AB/abrules)
Reference 68.54



If all applicable items are present, the application and the plans will be accepted. If information is not submitted in full, the plan review process will cease until the missing information is provided or all information will be given back to the applicant.

Commercial Plan Requirements continued...

i. Commercial Energy Code Compliance (COMcheck)

Any applications where doors, windows or insulation will be added or replaced need a COMcheck. The applicant must provide this form that can be found on the website www.energycodes.gov. It asks questions regarding energy efficiency for the project. It is then submitted along with the site plan and application

ii. Non-Point Source Pollution (NPS)

Non-point Source Pollution results from land runoff, precipitation, drainage, seepage, etc. Any applications submitted where dirt will be disturbed will need to submit an NPS form.

iii. NPS Exemption

You may be NPS exempt if:

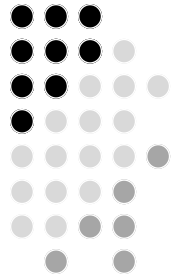
- Development has been permitted by LCRA with no improvements, additions, or revisions as of July 9, 2007
- Development has been final platted before July 9, 2007
- Development or redevelopment consisting of 1 acre of land or less that is not part of a common planned of development

For questions regarding NPS and the eligibility of exemption, please contact the Building Official (pg. 7).

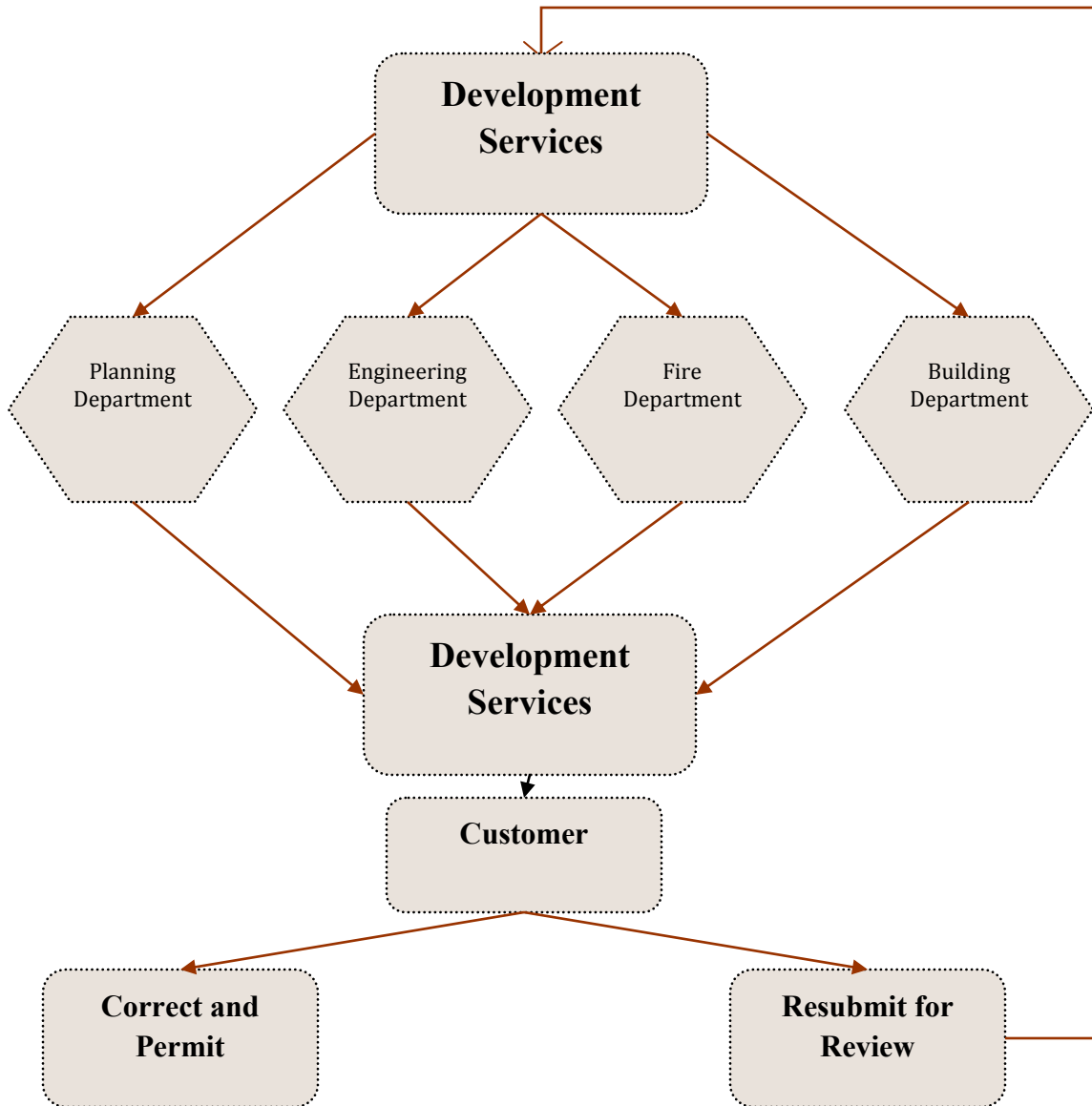
Review Process

Any new commercial construction, remodel, finish-out, or site development is required to go through a Commercial Plan Review. You will be required to complete a building application and submit to us two sets of plans along with one digital copy; the rest of the requirements are on page 1. The construction plans will need to be stamped by an Engineer before submission of the plans. There is a fee for the plan review, listed on page 3, and the plan review will not begin until all applicable fees for the plan review are paid. The plans are then circulated to the applicable departments for review. Once the detailed review of the plans is conducted by all required reviewers, the reviewers may issue comments requiring the applicant to modify and resubmit plans or provide additional information. If a resubmit is necessary, an additional plan review fee is required. After the plans have been approved Development Services department issues the permit.

For the Review Process flowchart, see the Review Flowchart on page 3.



A. Review Process Flow Chart



Review Process Continued...

B. Re-submittals

Re-submittals are required due to the lack of information provided. If this happens, you will be required to re-submit the plans for review or provide some form of supplementary information. Comments may be issued by the reviewing department when issues regarding code compliance or constructability vagueness is present. These comments may require the applicant to provide additional or supplementary information needed.

Zoning

Permitting requirements vary depending on property zoning designations. The specific zoning classification for your property will determine the allowed uses on the property; size such as height, area, and bulk regulations; setbacks on the property or building lines, and other things. You can verify your own zoning using the City GeoWeb Portal, http://www.ci.marble-falls.tx.us/gis_maps/ZoningMap.pdf

Addressing

All new homes and businesses are given an address after the plans have been accepted. Address assignment is finalized once a permit has been issued. As soon as an address is issued, you will receive a certified letter informing you of the new address. For questions regarding addressing, contact Daniela Liljequist, GIS Planner.

Fees

A. New Commercial Plan Review Fees

- 1. Less than 10,000 Square Feet.....\$150.00
- 2. 10,001—30,000 Square Feet.....\$300.00
- 3. 30,001 and up.....\$450.00

B. New Commercial Construction/Addition Fees.....\$5.75 per 100 S.F.

C. Remodel Commercial Construction/Addition Fees.....\$3.75 per 100 S.F.

D. NPS Fees

- 1. Commercial Exempt Filing Fee.....\$250.00
- 2. Commercial.....\$500 + \$500 x number of acres

E. Impact Fees

- 3/4"PD Water.....\$853.82
- 3/4"PD Wastewater.....\$256.46
- 1"PD Water.....\$1,423.03
- 1"PD Wastewater.....\$427.43
- 1 1/2"PD Water.....\$2,846.07
- 1 1/2"PD Wastewater.....\$854.87
- 2"PD Water.....\$4,553.71
- 2"PD Wastewater.....\$1,367.79
- 2"Compound Water.....\$4,553.71
- 2"Compound Wastewater.....\$1,367.79
- 2"Turbine Water.....\$5,692.13
- 2"Turbine Wastewater.....\$1,709.73
- 3"Compound Water.....\$9,107.41
- 3"Compound Wastewater.....\$2,735.57

Fees Continued...

Impact Fees Continued...

3" Turbine Water.....	\$13,661.12
3" Turbine Wastewater.....	\$4,103.36
4" Compound Water.....	\$14,230.33
4" Compound Wastewater.....	\$4,274.33
4" Turbine Water.....	\$23,906.96
4" Turbine Wastewater.....	\$7,180.88
6" Compound Water.....	\$28,460.67
6" Compound Wastewater.....	\$8,548.67
6" Turbine Water.....	\$52,367.63
6" Turbine Wastewater.....	\$15,729.55
8" Compound Water.....	\$45,537.07
8" Compound Wastewater.....	\$13,677.87
8" Turbine Water.....	\$91,074.13
8" Turbine Wastewater.....	\$27,355.73
10" Turbine Water.....	\$142,303.33
10" Turbine Wastewater.....	\$42,743.33

F. Tap Fees

Water and Wastewater Tap Fees.....see page 6

G. Permit Fees



New Commercial Construction

- Building Permit.....	\$5.75 per 100 Square Feet
- Electrical Permit.....	\$150.00
- Plumbing Permit.....	\$100.00 + \$5.00 per fixture
- Mechanical Permit.....	\$100.00 + \$10.00 per ton
- Each Re-Inspection*.....	\$100.00



Commercial Remodel

- Building Permit.....	\$3.75 per 100 Square Feet
- Electrical Permit.....	\$100.00 per 10,000 Square Feet
- Plumbing Permit.....	\$100.00 plus \$5.00 per fixture
- Mechanical Permit.....	\$50.00 + \$10.00 per ton
- Each Re-Inspection*.....	\$100.00



**For City of Marble Falls policy regarding re-inspections, refer to page 5*

H. Miscellaneous Fees

- Sign Permit.....	\$50.00 + \$2.00 per SF
- Fence Permit.....	\$25.00

We accept cash, checks, and all major credit cards. Make all checks payable to the City of Marble Falls.

Water & Wastewater Fees

Water Tap Fees

Meter Size		City Installed	Contractor Installed (New Developments)
¾"	Tap & connect fee	\$ 800.00	\$ 150.00
1"	Tap & connect fee	\$ 900.00	\$ 225.00
1 ½"	Calculated by Public Works		\$ 400.00
2"	Calculated by Public Works		\$ 600.00
4"	Calculated by Public Works		\$1,475.00
4"Compound	Calculated by Public Works		\$2,675.00
6" Fire Line		\$ 3500.00	\$1,750.00
8" Fire Line		\$ 4000.00	\$2,000.00

All Taps 2" and Larger: Actual Cost

Wastewater Taps

Tap Size	City Installed	Contractor Installed (New Developments)
Regular Tap 4"	\$ 800.00	\$125.00
Commercial 6"	\$1,000.00	\$200.00

Utility Security Deposits (required to activate the services)

Meter Size	Residential	Residential Sprinkler	Commercial	Commercial Sprinkler
¾"	\$ 150.00	\$ 50.00	\$ 150.00	\$ 150.00
1"	\$ 200.00	\$ 0.00	\$ 200.00	\$ 200.00
1 1/2"	\$ 250.00	\$ 0.00	\$ 250.00	\$ 250.00
2"	\$ 500.00	\$ 0.00	\$ 500.00	\$ 500.00
3"	\$ 575.00	\$ 0.00	\$ 575.00	\$ 575.00
4"	\$ 700.00	\$ 0.00	\$ 700.00	\$ 700.00

Commercial Permitting

A. Issuing a Permit

Permits can be picked up by a general contractor. Separate permits are required for plumbing, electrical, irrigation, and mechanical work, which are obtained by the licensed tradesman whom will be completing the work.

B. Permit Stipulations

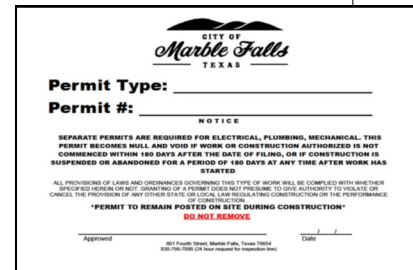
Irrigation Permits: A site plan of the property will be required with the application for an irrigation permit. The Building Official will need to approve the application before it can be submitted to the contractor.

Vent Hoods: The City requires mechanical contractors to receive a special permit from the Fire Marshal before they can install/alter a new or existing vent hood. For more information, please contact the Fire Marshal at (512) 755—2153.

Landscaping Plans: Any landscaping permit will first and foremost need a site plan to accompany the application for approval.

C. Permit Posting

All permits must be posted at the site and visible from the road which the property fronts during the construction phase. Failure to post permits will delay inspections and may result in a stop work order.



**CITY OF
Marble Falls
TEXAS**

Permit Type: _____
Permit #: _____

NOTICE

SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, MECHANICAL. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS AFTER THE DATE OF FILING, OR IF CONSTRUCTION IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK HAS STARTED.

ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. VIOLATION OF A PERMIT DOES NOT PRECLUDE THE AUTHORITY TO SUSPEND OR CANCEL THE PROVISION OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE.

PERMIT TO REMAIN POSTED ON SITE DURING CONSTRUCTION
DO NOT REMOVE

Approved: _____ Date: _____
801 Fourth Street, Marble Falls, Texas 78654
(830) 798-7095 (24 hour request to inspection dept)

D. Subcontractors

A subcontractor is an individual or a business that signs a contract to perform part or all of the obligations of another's contract and are typically hired by a general contractor. The contractor will first need to become registered with the City before he or she can perform any type of work. A Contractor Information Packet is required to be filled out, along with a copy of their master license, driver's license, and current Certificate of Insurance.

E. Permit Time Limit

The permit becomes void if work or construction authorized is not commenced within 6 months, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is started.

Inspections

Inspection of the building progress shall occur when substantial phases of construction are completed to ensure construction on a project is consistent with any plans submitted in conjunction with an application and with the Building Codes. It is the responsibility of the permit holder, homeowner, general contractor, etc., to insure that the project receives inspection at each required stage.

A. 24 Hour Inspection Hotline

The 24 Hour Inspection Hotline is available 24 hours a day, 7 days a week. It is recommended for you to call as soon as you would like your inspection to take place since it is a first come, first serve program. Please do not call the Building Official or inspectors for any inspections. It is necessary to call the hotline your inspection request is logged into our records, and the inspector's daily inspection trips can be coordinated at the start of each day.

Inspections Continued...

B. What is a “Re-inspection” and when does the Fee apply?

The City of Marble Falls requires inspections of permitted projects. Should a first inspection fail, a second inspection is required. If the second inspection does not pass and another/or third inspection is required, the re-inspection fee is charged for the third inspection and all subsequent inspections on the content of that inspection.

C. When can and must re-inspection fees be paid?

Re-inspection fees may be paid anytime during the project. **However, payment for all re-inspection fees on the project must be paid to the City, prior to the City issuing the final Certificate of Occupancy.**

Example:

1st inspection – Plumber calls for a drain and vent line inspection. Inspector finds a leak at a joint of the pipe and it fails inspection.

2nd inspection – Plumber calls for a re-inspection of the drain and vent line. Inspector finds that there is still a leak at a joint of the pipe and it fails inspection again. The problem has been unresolved after two inspections and any future inspections for this violation will be assessed a re-inspection fee.

Re-inspection (Fee Assessed) – Plumber calls for a re-inspection of the drain and vent line, all subsequent inspection for this apparatus will be assessed a re-inspection fee until it passes inspection.

This process is especially important to note for large scale inspections, such as a Building Final. If items documented during the failed first inspection remain upon the second inspection, then all subsequent Building Final inspections shall be charged a re-inspection fee per inspection.

D. Final Inspection

A final inspection must be scheduled in order to close out the permit and/or obtain your **Certificate of Occupancy**. Once the final inspection has passed, the re-inspection fees are required to be paid before the Certificate of Occupancy can be issued.

Tips on final inspections:

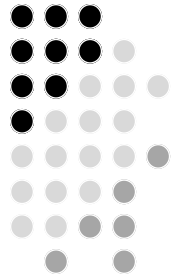
- If you have unfinished or incomplete correction(s) from a prior inspection, do not call for a final inspection. First complete the correction(s) or unfinished item(s).

Certificate of Occupancy (C.O.)

A. What is it?

A C.O. is a document issued by the City of Marble Falls certifying a building’s compliance with applicable building codes and city ordinances, and indicating it to be in a condition suitable for occupancy. City regulations and state law require all buildings to have a Certificate of Occupancy before the building can be legally occupied and used.

City Services, such as water, wastewater, and trash, *cannot* be activated for a property, and the name of the account holder cannot be changed until a C.O. has been obtained from the Development Services Department.



Certificate of Occupancy Continued...

B. When is the C.O. required?

A C.O. is required before the occupancy or use of any building after a new construction or remodel.

C. What is the difference between a C.O. and a Building Permit?

The C.O. should not be confused with a Building Permit (which only allows initial construction to take place), but is a document that is required in addition to the Building Permit prior to the operation of the business.

D. What are the steps to obtain a Certificate of Occupancy?

1. Complete an application for a Certificate of Occupancy at the Development Services Department. You will also be required to submit a footprint of the building along with the application which should contain the layout of the building, along with the square footage of each room and a description of what each room is being used for.
2. Building Official and Fire Marshal will conduct an inspection of property/building
3. Complete all actions required from the inspection
4. Building Official and Fire Marshal will re-inspect property/building
5. Upon clearance from Building Official and Fire Marshal, Development Services Department issues Certificate of Occupancy
6. Take Certificate of Occupancy to City Hall Utilities Department to activate services for the property/building.

E. Temporary C.O.

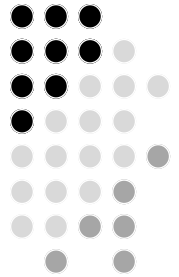
The Building Official is authorized to issue a Temporary C.O. before the completion of the entire work covered by the permit, provided that such portion or portions shall be occupied safely. The Building Official shall set a time period during which the Temporary Certificate of Occupancy is valid.

F. Fees

The fee to obtain your Certificate of Occupancy is \$35, plus any accrued re-inspection fees.

G. Revocation

The Building Official is authorized to, in writing, suspend or revoke a C.O. or completion issued certificate is issued in error, or on the basis of incorrect information supplied, or where it is determined that the building or structure or portion thereof is in violation of any ordinance or regulation of any of the provisions of this code. Any occupancy of a building prior to approval of a C.O. shall result in a fine, and possible eviction from the property until all required work that is health and safety-related is completed, and a C.O. is approved.



Contact Information

Development Services Department

Monday - Friday, 8 am - 5 pm
801 Fourth Street
Marble Falls, Texas 78654
(830) 798-7095
(830) 798-8558 (Fax)
(830) 798-7090 (Inspection Line)
<http://www.ci.marble-falls.tx.us>

Sarah Holden Permit Technician (830) 798-7081
sholden@ci.marble-falls.tx.us

Scarlet Contreras, Planning Technician (830) 798-7086
scontreras@ci.marble-falls.tx.us

Elizabeth Jaimes, Associate Planner (830) 798-7085
ejaimes@ci.marble-falls.tx.us

Daniela Liljequist, GIS Planner (830) 798-7089
dliljequist@ci.marble-falls.tx.us

Chris Pounds, Building Inspector (830) 798-7088
cpounds@ci.marble-falls.tx.us

Bryan Wendt, Code Enforcement (830) 798-7092
bwendt@ci.marble-falls.tx.us

Mike Ingalsbe, Building Official (830) 798-7087
mingalsbe@ci.marble-falls.tx.us

Caleb Kraenzel, Director of Development Services (830) 798-7080
ckraenzel@ci.marble-falls.tx.us

Eric Belaj, City Engineer (830) 798-6265
ebelaj@ci.marble-falls.tx.us

MISSION STATEMENT

“We pledge to provide those who live, work and visit Marble Falls with quality service and effective government that is open and responsive to the needs and values of the community.”

